



# SOLDIER FOR LIFE TRANSITION ASSISTANCE PROGRAM JOB LEAD

**DATE OPEN: 7/8/2016**

**DATE CLOSE: 7/22/2016**

**Job title: EMT**

**Location: Rancho Cordova, CA**

**Company: Sacramento Metro Fire**

**SALARY: \$15.70 to \$17.31 per hour**

**SKILLS/DUTIES:** Under direction of the assigned EMS Captain/Supervisor, provides ambulance transport services as a member of the Sacramento Metropolitan Fire District (District) Emergency Medical Services (EMS) Division.

The non-firefighter position of Emergency Medical Technician - Basic (EMT-B) works under the direct supervision of the assigned EMS Captain/Supervisor in conjunction with other District Staff and the overall direction of the Operations Division. The primary responsibility of the EMT-B is to provide BLS care and transport of patients as a component of the Sacramento County 911 EMS System.

An EMT-B is required to be able to make critical decisions that impact the safety, well-being, or life of patients and members of the District in stressful situations. The EMT-B is expected to execute sound judgment that demonstrates the highest of ethical and moral standards in the performance of job duties and other situations with and without explicit direction.

The Single Role EMT is a three (3) year limited term position. The term of employment may be extended as necessary at the discretion of the Fire Chief.

Employees entering in the rank of EMT shall obtain a valid California Paramedic License prior to the final date of the termination of their individual offer of employment.

#### Examples Of Essential Duties:

This job description is intended to convey information essential to understanding the scope of the position; it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

The incumbent will be required to perform a full range of EMS skills and services, including but not limited to:

1. Operate District owned ambulances and other District vehicles as directed, including driving to and from medical emergencies as part of the ambulance transportation team.
2. A certified EMT-B is authorized to do any of the following procedures utilizing BLS level skills during training, while at the scene of an emergency, or during patient care but is not limited to:
  - A. Evaluate the ill and injured and document findings and actions on a patient care report
  - B. Render basic life support, rescue and first aid to patients
  - C. Obtain and document diagnostic signs including, but not limited to, blood pressure, pulse and respiration rates, level of consciousness, and pupil status
  - D. Perform cardiopulmonary resuscitation, including the use of mechanical adjuncts to basic cardiopulmonary resuscitation and automated external defibrillators (AED)

E. Use the following adjunctive airway breathing aids:

- 1) Oropharyngeal airway; nasopharyngeal airway;
- 2) Suction devices;
- 3) Basic oxygen delivery devices; and
- 4) Manual and mechanical ventilating devices designed for pre-hospital use.

F. Use various types of stretchers and body immobilization devices.

G. Provide initial pre-hospital emergency care of trauma

H. Perform basic field triage

I. Transport patients

J. Assist an Emergency Medical Technician - Paramedic in the pre-treatment set up for Advanced Life Support procedures

K. Manage patients within their scope of practice

L. Assist patients in utilizing prescribed medications per Sacramento County EMS Protocols.

M. Lifting patients into ambulances on a gurney.

N. Contact receiving hospital during transport to communicate patient assessment findings and treatment information.

3. Cleans and decontaminates equipment including but not limited to, ambulances and EMS equipment.

4. Collection and documentation of patient information per District policy.

5. Maintains and restocks inventory of ambulance and station EMS supplies through logistics orders.

6. Performs preventative maintenance inspections (PMI) on assigned apparatus.

7. Follows all Federal, State, County, Local, and District laws, regulations, protocols, and policies including the Health Insurance Portability and Accountability Act (HIPAA).

8. Attend and successfully complete District and hospital training sessions and drills.

9. Participates in overseeing operational readiness and cleanliness of apparatus and equipment.

10. Performs other duties as directed by District Staff in accordance with the EMS Division.

Typical Qualifications:

AGE: Must be at least eighteen (18) years of age.

EDUCATION:

1. High School Diploma or equivalent.

2. Possession of and ability to maintain current non-probationary California EMT-B Card with a current CPR card. National Registry Cards will not be accepted

EXPERIENCE: Work experience on a transporting ambulance is highly desirable. If you are currently a licensed Paramedic, your application will not be accepted for the EMT position. Please refer to the Paramedic position announcement.

LICENSE: Possession of and ability to maintain a current valid California Driver's License, Class C, is a condition of employment.

BACKGROUND INVESTIGATION: Candidates offered formal employment must be successful in all examination phases, including passing the District's background investigation to include a criminal history check, DMV verification, credit history review, truth verification examination, psychological examination, physical examination, and a drug screening.

Supplemental Information:

**BENEFITS:** The District offers a wide variety of programs covering health and dental insurance, life insurance, PERS Safety retirement (2.7% @ 57 for PEPRA Members, or 3% @ 50 for Classic Members), sick leave, vacation leave and 457 deferred compensation.

**How to apply:** Applicants must possess a current non-probationary California EMT-B Card with a current CPR card. National Registry Cards will not be accepted. Paramedics will not be accepted for the EMT role.

**Website:**

[http://metrofire.ca.gov/index.php?option=com\\_content&view=article&id=723](http://metrofire.ca.gov/index.php?option=com_content&view=article&id=723)

**APPLICATION PROCEDURE:** The application filing period opens Friday, July 1, 2016 and closes Friday, July 22, 2016 at 4:00 PM. Applications must be completed online before the final filing deadline, paper applications will not be accepted. Interested applicants must apply online at the District's website, [www.metrofire.ca.gov](http://www.metrofire.ca.gov). If you are unable to access the internet, computers will be available at 10545 Armstrong Ave, Suite 200, Mather, CA 95655, Monday through Friday, between the hours of 8:00 AM and 5:00 PM. You can also visit your local library for free internet access. **Once you have applied on their website, e-mail your resume to [james.mccandless@workforwarriors.org](mailto:james.mccandless@workforwarriors.org)**

**ONLINE APPLICATIONS:** You must attach copies of a valid non-probationary CA EMT-B Card and a CPR Card to the online application. National Registry Cards will not be accepted. Please do not attach any other supporting documents other than the CA EMT-B Card and the CPR Card. If you are unable to scan your supporting documents, you may mail in your documentation to 10545 Armstrong Ave, Suite 200, Mather, CA, 95655, or fax to 916-859-3728. Mailed or faxed documentation must be received by the application deadline, postmarks will not be accepted.

Answer all questions and furnish all information requested on the application. Although a resume may be submitted along with your application, it will not be accepted as a substitute for any of the required application documents or question responses. In summary, do not write "see resume" in lieu of answering any question. Incomplete applications will be automatically disqualified. No exceptions. Application results and all correspondence will be e-mailed so please provide a valid e-mail address on the online application.

**APPLICATION DEADLINE:** Friday, July 22, 2016 by 4PM.

**SELECTION PROCESS:** If you are currently a licensed Paramedic, your application for the EMT position will not be accepted. Please refer to the Paramedic position announcement.

**Written Examination - Date - To Be Determined -** All qualified applicants will be invited to the written examination. The written exam is designed to test the basic skills and abilities that a minimally qualified applicant should possess.

**Panel Oral Interviews - Date - To Be Determined -** Candidates successful in the written exam may be scheduled for panel oral interviews.

**VETERANS PREFERENCE CREDIT:** Veterans who have received an honorable discharge will be allowed an additional 5% that will be added to their over-all passing score at the end of the testing process. To

obtain this credit, veterans must attach proof of honorable discharge or disability to their online application.

**ELIGIBILITY LIST:** Candidates must be successful in all examination phases to be placed on an eligibility list. The Fire Chief will, when filling vacancies, make a selection from those on the eligibility list. The eligibility list will be active for up to six (6) months and may be extended or cancelled at the discretion of the Fire Chief.